



Brock University Graduate Students' Association

Document 026A

The Graduate Students' Association Vice-President, Equity & Inclusion Policy

Name

1. This Document shall be known as the "Vice President, Equity and Inclusion Policy".

Purpose

2. To provide structure and guidance on the role and pursuant responsibilities of the Vice-President, Equity and Inclusion of the GSA. Adding additional clarity to definitions provided in other GSA Legislation and allowing for clear understanding as to the purpose of the role for all members of the organization, whether they hold the office currently, are responsible for their accountability, intend to run for the office in the future or are simply members of the graduate student population more broadly.

Qualifications

3. The Vice-President, Equity and Inclusion must abide by all qualifications set out in relevant GSA documentation, as well as any additional requirements imposed by external legislation.

Accountability

4. The Vice-President, Equity and Inclusion shall report to the President and be accountable to both the President and the Executive Committee.

Term of Office

5. The Vice-President, Equity and Inclusion shall remain an Officer of the Corporation from the 1st day of May after their election until the following midnight of the 30th day of April, or in the case of a vacancy, immediately after the ratification of the results by the Board of Directors until midnight of the following 30th day of April.
6. The Senate component of the portfolio begins the day following Spring Convocation and ends the last day of Spring Convocation, one year later. The role of student senator involves attending and participating in senate meetings and additional senate committees. While their term as an executive shall follow the term outlined above, they shall remain a member of senate until the following Spring Convocation.

Vacancies

7. Vacancies in the role of Vice-President, Equity and Inclusion shall be filled pursuant to Document 001 and any other relevant GSA legislation.



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Document 026A

The Graduate Students' Association Vice-President, Equity & Inclusion Policy

Responsibilities

8. The Vice-President, Equity and Inclusion shall:
 - a. Represent equity-seeking groups as defined by the university within the graduate student membership,
 - b. Be a member of one or more of the equity-seeking groups, as defined by the university, that they seek to represent,
 - c. Submit a written report, prior to each GSA Board Meeting, of all activities undertaken on behalf of the GSA for the previous period,
 - d. Assist the Vice-President, Student Engagement in creating events, activities, or safe spaces to foster greater and positive communication, connections, unity among equity-seeking groups and also between equity-seeking groups and the Brock graduate cohort at large,
 - e. Serve as a resource to the GSA Equity and Inclusion Committee, and when required serve as Chair. They shall also support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
 - f. Keep the Officers and Directors appraised of all upcoming initiatives of any organization related to this portfolio (i.e., Ombuds, HRE, etc.), and shall take up any corresponding responsibilities.
 - g. Actively listen to the recommendations of all members of the committees outlined above, and will assist in provided leadership and support while ensuring the development of, a set of objectives to accomplish during the year,
 - h. Meet with Brock International senior management on a monthly basis, offer support in executing campaigns and projects and shall voice graduate international student's needs,
 - i. Be charged with the responsibility of establishing and maintaining active communication and positive relationships with Brock International, the International Sub-Committee and any other body at Brock of interest to graduate international students,
 - j. Keep the GSA Board appraised of all activities and initiatives performed by the International Sub-Committee,
 - k. Ensure the continuity of the activities initiated by previous VP International and International Sub-Committee,
 - l. Maintain close communication with the Executive Director and with members of the Executive Committee,
 - m. Perform other duties as may be determined by the President, or the Executive of the GSA.
 - n. Present an annual written report for the AGM, and a transition report to pass on their knowledge and contacts to the next incoming GSA Executive.
 - o. Normally be the offered first consideration for membership on any committees, groups or task forces struck by the university focusing on issues of equity, diversity, inclusion, decolonization and indigenization.



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Document 026A

The Graduate Students' Association Vice-President, Equity & Inclusion Policy

- p. Attend all meetings of the GSA Board, Executive and Program Assembly, where required.

Additional Responsibilities

1. Individuals nominated for the role of Vice-President, Equity and Inclusion shall also be jointly nominated for one of the two GSA Senate positions, along with the Vice-President, External Affairs, both of whom shall have first choice for any additional senate committee assignments.
2. As a member of Senate, the Vice-President, External Affairs shall be responsible for:
 - a. Attending all meetings and functions as required by the Brock University Senate,
 - b. Submitting a written update within their executive report prior to each GSA Board Meeting, on Senate affairs that impact graduate students directly. In return, they shall seek information from graduate students regarding upcoming and current senate proposals,
 - c. Serving as a member of the Student Senate Caucus,
 - d. Determining, in conjunction with the Vice-President, External Affairs and the President, who shall sit on which committees of the university senate,
 - e. Providing oversight, in conjunction with the other GSA Senators and the Executive Director, of graduate student representation on Senate Committees,

Performance Appraisal and Remuneration

1. The Vice-President, Equity and Inclusion shall have their performance evaluated by the GSA President and Executive Director, and receive compensation pursuant to this performance, as outlined in relevant GSA legislation.
2. The Vice-President, Equity and Inclusion shall normally require a minimum of five (5) hours per week for the duration of the appointment. These hours shall be eligible for compensation, pursuant Document 029 and any other relevant GSA legislation.
3. Additional commitment may be required at various times throughout the term, these hours shall normally not be eligible for compensation.